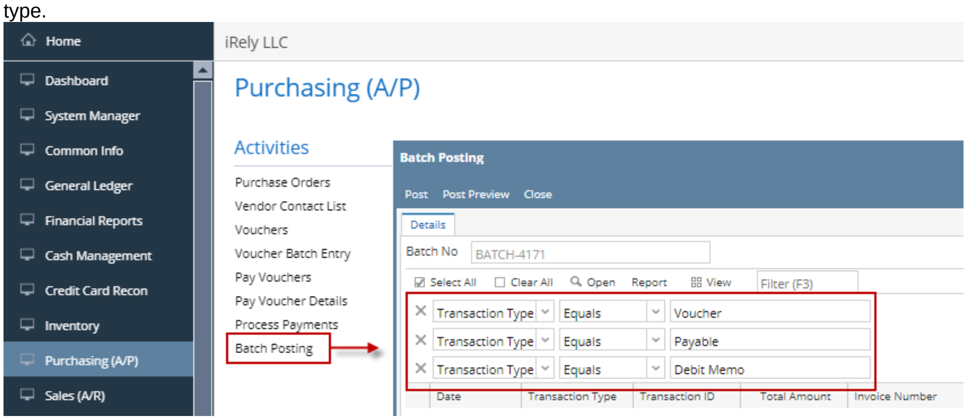
# How To Batch Post Purchasing Transactions

Here are the steps on how to batch post transactions using the **Batch Posting** screen shown above:

1. Click **Purchasing (A/P)** from the main menu and click on **Batch Posting** under Activities list to open the screen.
2. Since the screen is opened under Purchasing module, transactions will be filtered by default by **Voucher**, **Payable** and **Debit Memo** transaction type.

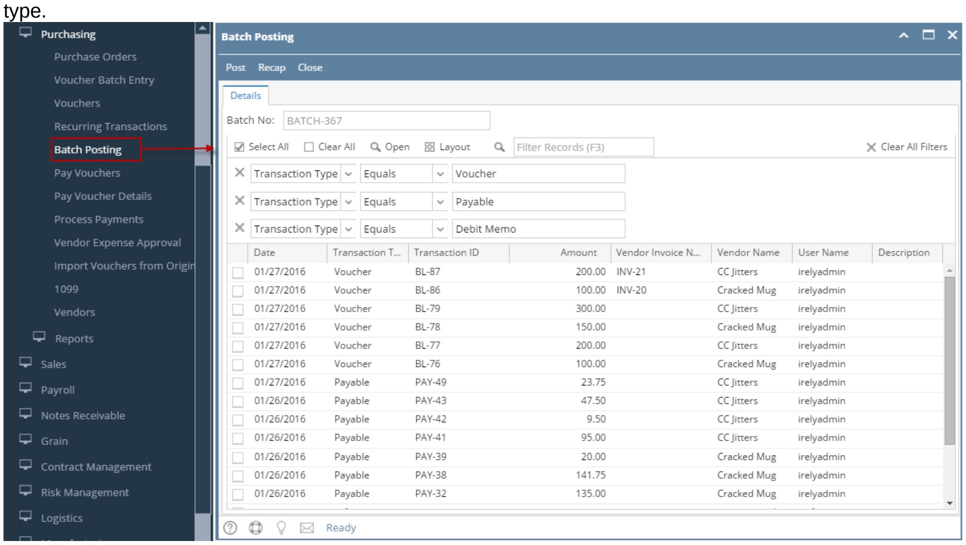



> ⚠ If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, the transactions created by other users will NOT be displayed on the grid. See How to Set User to Only Post Transactions they Created in Users Screen

3. Select the transactions you want to post and then click **Post** button. **Batch Posting Details** screen will open showing if selected transaction failed or is successfully posted.

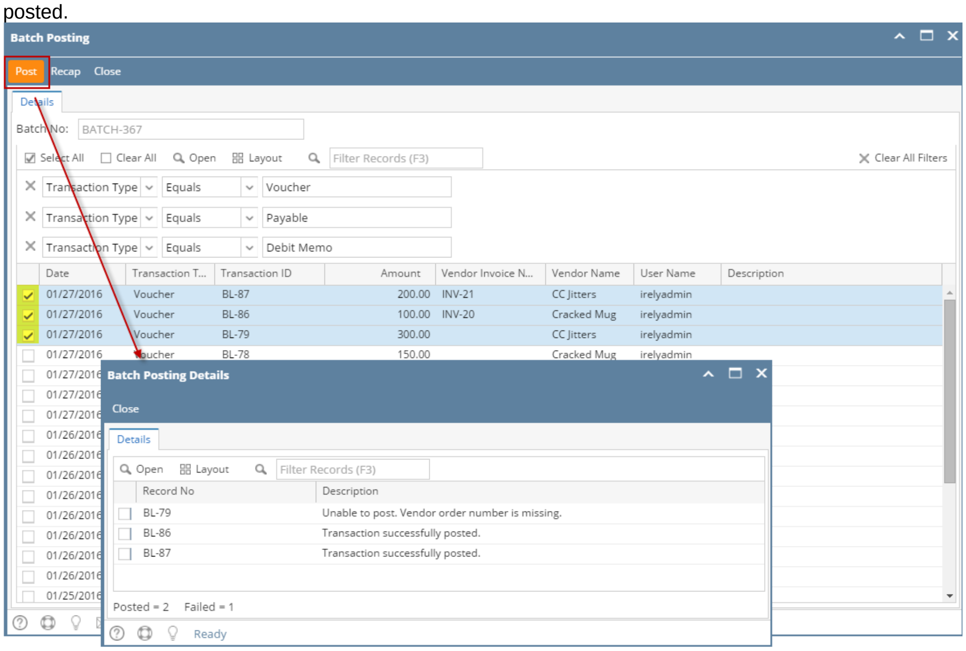
Here are the steps on how to batch post transactions using the **Batch Posting** screen shown above:

1. Expand **Purchasing** menu and click on **Batch Posting** to open the screen.
2. Since the screen is opened under Purchasing module, transactions will be filtered by default by **Voucher**, **Payable** and **Debit Memo** transaction type.



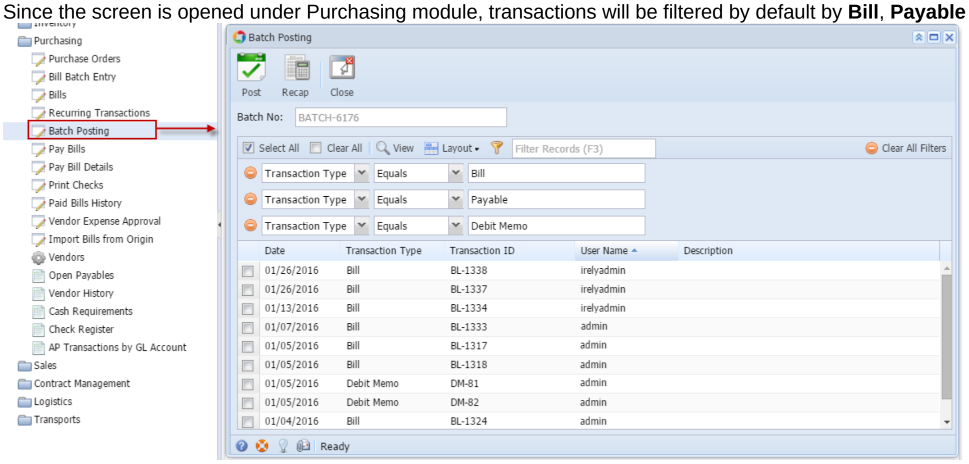

> ⚠ If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, changing of user is not allowed. See How to Set User to Only Post Transactions they Created in Users Screen

3. Select the transaction and then click **Post** button. **Batch Posting Details** screen will open showing if selected transaction failed or is successfully posted.




Here are the steps on how to batch post transactions using the **Batch Posting** screen shown above:

1. Expand **Purchasing** menu and click on **Batch Posting** to open the screen.
2. Since the screen is opened under Purchasing module, transactions will be filtered by default by **Bill**, **Payable** and **Debit Memo** transaction type.




If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, changing of user is not allowed. See How to Set User to Only Post Transactions they Created in Users Screen

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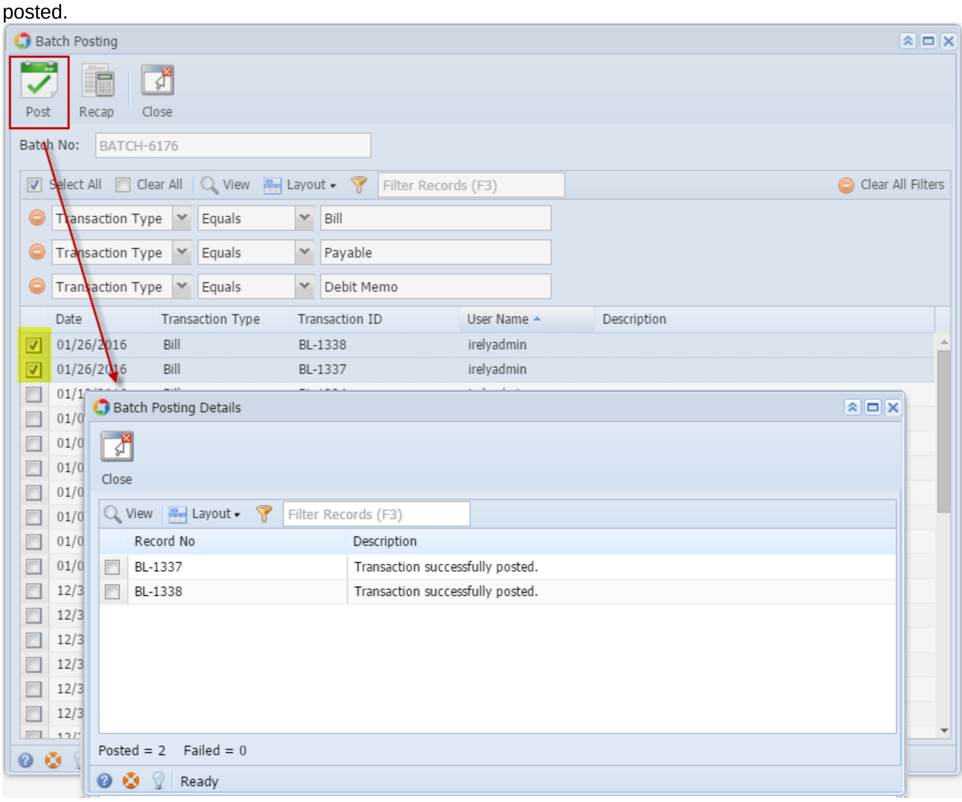
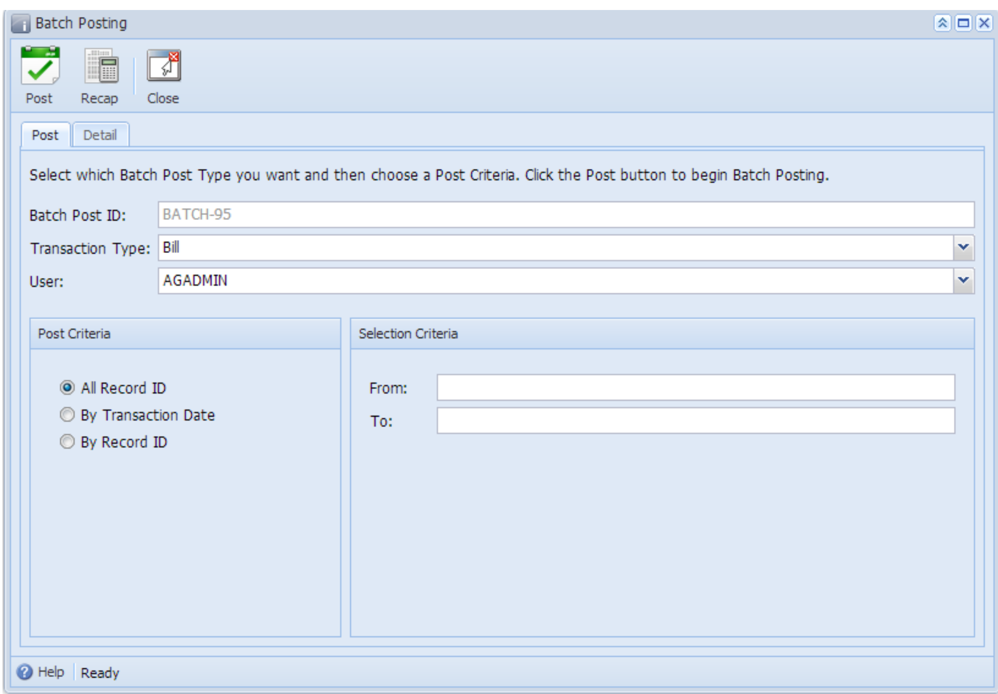



Here are the steps on how to batch post transactions using the **Batch Posting** screen shown above:

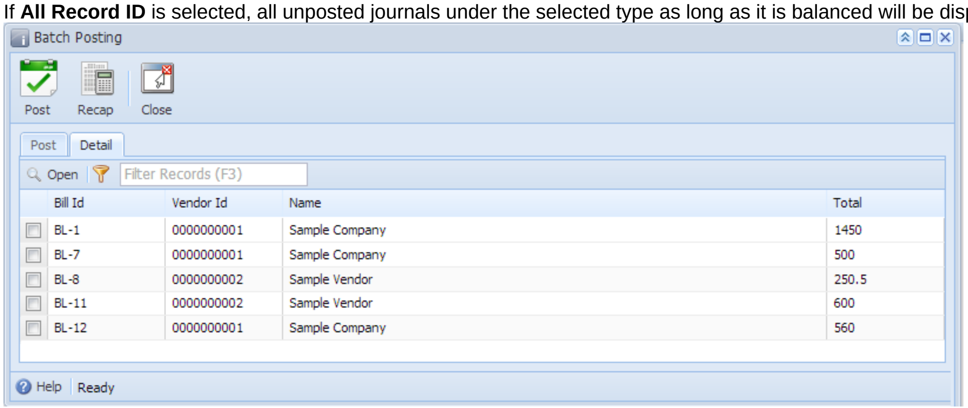
1. Open Batch Posting screen by clicking **Batch Posting** from **Accounts Payable > Activities** menu.
2. By default, **Transaction Type** is set to **Bill**. Click on the combo box button and select different type if you are going to batch post different transaction types.
3. **User Name** by default is set to the user you are currently logged in. To change user, click on the combo box button and select different user from the combo box list.

> ⚠ If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, changing of user is not allowed. See How to Set User to Only Post Transactions they Created in Users Screen

4. Set the Post Criteria**.**

**Batch posting All Record ID**

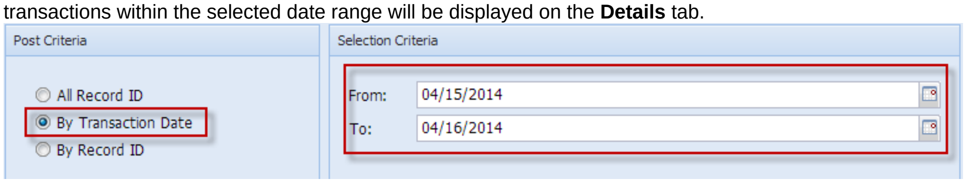
a. If **All Record ID** is selected, all unposted journals under the selected type as long as it is balanced will be displayed on the **Details** tab.

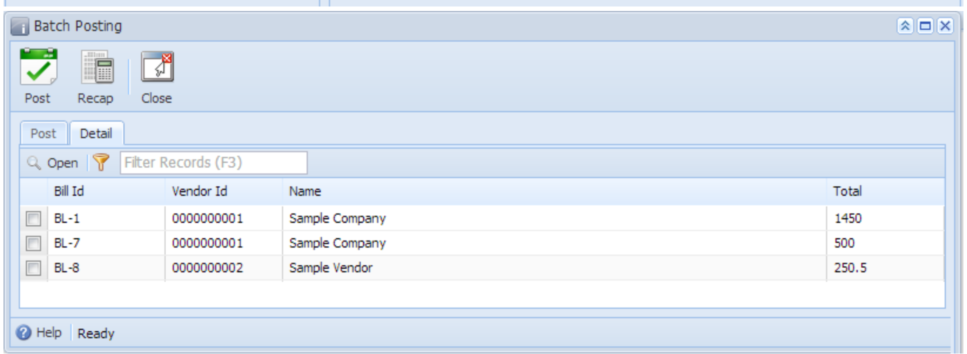



**Batch Posting by Transaction Date**

a. If **By Transaction Date** is selected, you have to enter From and To Date on **Selection Criteria** panel.

b. Click on the combo box button and select **From** and **To Date** from the mini calendar screen or manually enter dates. In this scenario, all transactions within the selected date range will be displayed on the **Details** tab.

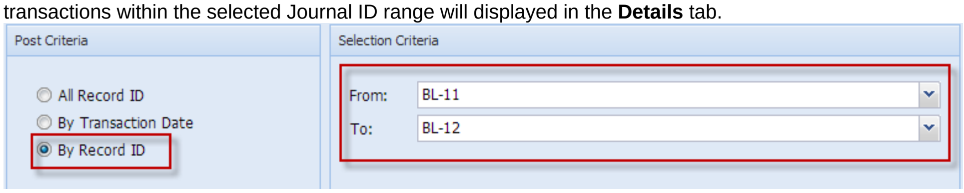


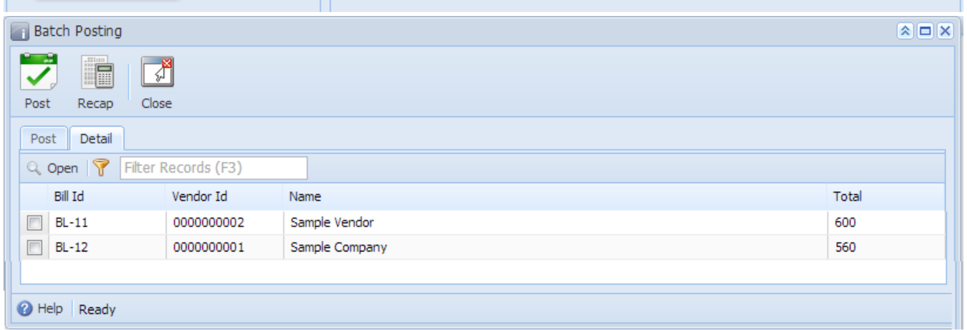




**Batch Posting by Record ID**

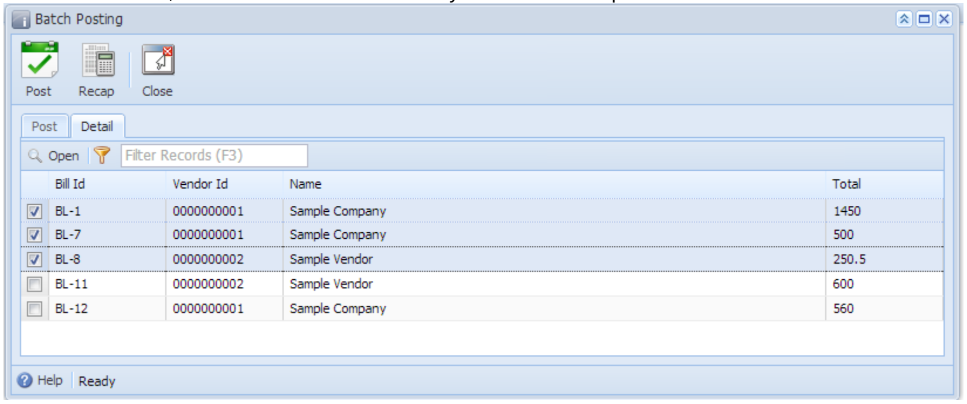
a. If **By Record ID** is selected, you have to enter **From** and **To Journal ID** on **Selection Criteria** panel.

b. Click on the combo box button to open the combo box where you can select unposted transactions from the list. In this scenario, all transactions within the selected Journal ID range will displayed in the **Details** tab.



5. On the **Details** tab, check the filtered transactions you want to batch post and click **Post** toolbar button.




6. After batch posting has been completed, **Batch Posting Details** screen will open showing how many transactions were posted and how many fails.